

STATUTORY CHANGE FOR ENTERING LOCAL COUNTY SPECIALS FEES AND CHARGES INTO COUNTY COMPUTER SYSTEMS

2014 WORK GROUP PLAN

PURPOSE

To transfer the activity of entering local special fees and charges into the county computer system from the department to the county treasurer.

GOALS

2015 Legislation: To write draft legislation to be presented by the department in coordination with the Treasurer's Association and MACO for the 2015 Legislative Session.

Develop Implementation and Training Plan: To develop a system implementation and staff training plan in anticipation of a statutory change in the 2015 Legislature.

PARTICIPANTS

Participants include a range of county staff from counties that have: large or small number of special fees and assessment charges, large or small counties, counties with Black Mountain and counties with Tyler, and county staff currently entering specials and fees and county staff who have not been part of that process. A group would contain individuals from the following areas:

- County Treasurers and Clerk and Recorders(5-7)
- County Commissioners-Only those where meetings occur and/or selected (2-3)
- DOR Staff – CO, RM, AM, Lead PVS (5-6)
- Vendors – Black Mountain and Tyler (2)

NOTE: The county commissioners and department managers will be invited to all meetings in the counties. The above list identifies a regular group of participants for consistency and input from various levels.

INITIAL PLANNING DISCUSSION

The initial meeting will include the following items for discussion:

Background: roles of the state and county in the valuation and assessment of property taxes, the current process of entering special fees and assessment charges, and the proposed process.

Discuss Goals and Overview of Work Group Plan

Identify the level of system expertise and experience of the participants

Identify individuals available to provide training, in addition to, the vendors

Participant Contact Information (i.e., name, telephone, email)

PLANNING AND PREPARATION

Meetings: The work group will meet with the respective county officials to discuss proposed changes, reasons for changing, applicable statutory law, current and new process, and answer questions.

Identify Areas of Responsibility, Roles, and time commitments: The work group will identify each individual's area of responsibility, role, and the anticipated time commitments for the completion of the goals.

Develop an Action Plan: What needs to be done by when: The work group will identify the schedule, activities, etc.

IMPLEMENTATION AND TRAINING

2015 Legislation: The work group will complete the drafting of proposed legislation to be presented to the 2015 Legislature by the department.

Statutory Update: The work group will complete the identification of all pertinent statutes and include such statutes in the proposed legislation.

Training Plan: The work group will develop a training plan for implementation in preparation for legislation passing into law. The training plan will include the technical aspects of the system changes and the new process.

RESOURCES

Staffing: The department will provide the staff for the work group. The staff will be responsible for scheduling the meetings via telephone, lync, video conference, and face-to-face meetings; taking and distributing meeting notes; distributing materials and providing periodic updates of various aspects of work group.

Expenses: The department will be responsible for meeting expenses incurred, i.e. cost of meeting room.